

22 JUNE 1998

Operations

AVIATION FUEL (AVPOL) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes FAFBI 11-107, 27 Oct 95
Pages: 15
Distribution: F

This instruction describes procedures for managing the Aviation Petroleum Oil and Lubricants (AVPOL) Program for the 92d Air Refueling Wing aircraft. Procedures are established for correct documentation, processing of forms, invoices, program oversight and personnel responsibilities.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision adds procedures and responsibilities for the Aviation Into-Plane Reimbursement (AIR) Card program.

1. General Policies.

- 1.1. All aircrew, maintenance, fuels and finance personnel will be familiar with the procedures and documentation requirements of this instruction. Purchases of aviation fuel not complying with this instruction will become the financial responsibility of the purchaser's unit.
- 1.2. Aircraft will be refueled/defueled at DoD locations unless DoD owned fuel is not available, in which case fuel may be procured from sources in the following priority.
 - 1.2.1. Defense Fuel Supply Center (DFSC) or Canadian into-plane contracts. **NOTE:** The DoD Flight Information Publication (FLIP) supplements identify locations with into-plane contracts.
 - 1.2.2. Foreign government Air Force.
 - 1.2.3. Open market purchase.
- 1.3. AVPOL documentation use and procedures.

1.3.1. An AF Form 15, **United States Air Force Invoice**, used to purchase fuel, oil or services at non-DoD activities. Follow instructions on reverse. When completed, log and place inside AF Form 664, **Aircraft Fuels Documentation Log**.

1.3.2. An AF Form 315, **United States Air Force Avfuels Invoice**, used to purchase fuel at non-DoD activities. Follow instructions on reverse. Copies of this form with the Kelly AFB billing address are stored on each aircraft. When completed, log and place inside AF Form 664 (preferred form for fuel purchases). **NOTE:** Purchases at Canadian into-plane locations will be documented using the local vendor's invoice. AF Form 15 or 315 should not be accomplished. Write the information from the aircraft identaplate onto the vendor's invoice. All invoices must include the date of transaction, grade of the product, quantity issued or defueled, unit of measure and signature of Air Force representative. If the vendor requires completion of an AF Form 15 or 315 in addition to his or her company invoice, annotate on the vendor's invoice "AF Forms Executed." Purchases at non-contract commercial airfields are accomplished using the AF Form 15 or 315. Refer to AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off-Station* 19 Jul 94, section 8 and attachments 2 and 4 for guidelines on completing these forms.

1.3.3. An AF Form 664 records and stores all AVPOL transaction documentation. Log all transactions on the front of AF Form 664 then insert the supporting documentation inside the envelope. These forms will be maintained within the 92 AGS maintenance debrief for a minimum of one calendar year.

1.3.4. AF Form 791, **Aerial Tanker In-flight Fuel Transactions**. Complete this form for all in-flight offload transactions. When completed, turn in at post mission review. Squadron Unit Refueling Document Control Officers (URDCO) will forward all AF Form 791s to the Wing Refueling Document Control Officer (WRDCO) on a daily basis. All blocks are required to be filled out. Receiver and tanker tail number must be an eight-digit number.

1.3.5. An AF Form 1994, **Fuel Issue/Defuel Document**, is a fuel transaction receipt. Log and place inside AF Form 664. Purchases at all USAF locations will be recorded on AF Form 1994 using a valid DD Form 1896, **Jet Fuel Identaplate**.

1.3.6. AFTO Form 781H, **Aerospace Vehicle Flight Report and Maintenance Document**. Complete form per applicable technical directives. When removed from jacket file, turn into maintenance. Maintenance will maintain a copy for 90 days after interfund billing to provide a secondary audit trail for fuel issues and flying hours.

1.3.7. Aviation Into-Plane Reimbursement (AIR) Card, used to purchase fuel, fuel related supplies and/or ground services at commercial airports where no DoD contracts exist. Should a civilian vendor not agree to accept the card, advise the vendor to call the card contractor at 1-800-AVCARD-1 within the United States, U.S. territories or Canada or 1-410-771-3083 (collect from overseas) to secure an agreement for the fuel/services. These numbers can also be used to pre-arrange use. Each flying squadron possesses a list of AIR Card acceptance sites, this information can also be accessed at www.kelly.af.mil/sfweb/aircard.htm.

1.3.8. A DD Form 1896 is the aircraft fuel/oil charge card.

1.3.9. The DD Form 1898, **AV. Fuels Into-Plane Sale Slip**, is another fuel transaction receipt. Log and place inside AF Form 664. Purchases at other DoD locations, including DFSC into-plane contract locations are recorded on DD Form 1898. **NOTE:** If the contractor insists on completing

their own invoice in addition to the DD Form 1898, the invoice must be annotated "DUPLICATE--DD FORM 1898 ACCOMPLISHED."

1.4. Purchases at foreign military airfields, including replacement-in-kind (RIK) locations. The host country forms are used to record the purchase. Information from the aircraft identification plate should be written on the local form.

2. The Operations Group Commander will:

2.1. Appoint a WRDCO, in accordance with AFI 23-202, and the MAJCOM AVPOL Decentralization Plan.

2.2. Establish an appropriate funding document with the Financial Services Office (FSO) to cover fuel related supplies and ground service purchases made with the AIR Card.

2.2.1. Ensure the AIR Cards ground service invoices and AF Form 15s and AF Form 315s are validated /certified by the Resource Advisor and forwarded to the supporting FSO within 7 days after receipt of the invoices and forms.

2.2.2. Ensure the AIR Card is the only commercial credit card used for aviation related services carried on board 92 ARW aircraft.

3. The WRDCO will:

3.1. Be an AVPOL Advisory Group member. As a group member the WRDCO will:

3.1.1. Set up quarterly meetings of the AVPOL Advisory Group.

3.1.2. Report directly to the 92d Operations Group Commander.

3.2. Be the central point of contact for wing fuel issues.

3.3. Collect all fuel issue and flying hour data monthly from base fuels and wing scheduling.

3.4. Ensure a monthly memorandum is prepared to reserve funds for AVPOL issues to wing aircraft. This memorandum will include the month's projected flying hours by MDS and be calculated by the 10th calendar day of each month establishing appropriate obligation documents.

3.5. Ensure a monthly memorandum is prepared to adjust the obligation of funds to agree with actual hours flown during the previous month. Route the memorandum through the local Financial Management Analysis office NLT the 10th calendar day of the month.

3.6. Provide training to all pilots/aircrews on the use of the AIR Card and disposition of purchase tickets, (receipts).

3.6.1. Retain AIR Card fuel tickets in a permanent document file for comparison against the inter-fund bills or SF form 1080, **Voucher for Transfer Between Appropriations and/or Funds**, bills.

3.6.2. Forward a copy of the AIR Card ground service purchase ticket to the Operations Resource Advisor for validation/certification.

3.6.3. Train mission planners on how to use the SF WEB page (www.kelly.af.mil/sfweb/air-card.htm) and AIR Card acceptor list to determine what commercial locations accept the AIR Card.

- 3.6.4. Train mission planners and aircrews on how to pre-arrange fuel and ground service support by calling 1-800-AVCARD-1.
- 3.7. Comply with additional, but not limited to, directives outlined in HQ AMC Decentralization of Aviation Fuel (AVPOL) Funding plan of execution detail 1 Sep 93.
- 3.8. Monitor and ensure Unit Refueling Document Control Officer (URDCO) responsibilities are followed as listed in this instruction.
- 3.9. Verify base fuel listings with interfund listings provided by local FSO.
 - 3.9.1. Review the monthly AVPOL interfund billing for erroneous charges based on invalid MDS, Department of Defense Activity Address Code (DODAAC), organization, etc. Resolve disputes with help from the local fuels accounting element (LGSFA). If corrections are to be made, follow-up to ensure the transient fuels office processes the transaction and it will be reflected in the subsequent Fuels Automated Management System (FAMS) input and the fuels sales analysis report (M27). **Example of erroneous charges:** Identaplate not updated when aircraft transferred between bases (ensure procedures in AFM 67-1, *USAF Supply Manual*, are followed when aircraft are transferred from one command to another), administrative errors (system input errors, transposition of numbers).
 - 3.9.2. Validate any additional billing documents (interfund bills, commercial invoices) received from the local FSO where no previous record of the refueling transaction exists. If, due to the age of the refueling and transfer to the aircraft, base level records do not exist to validate aircraft ownership, contact 92 AGS maintenance debrief for assistance. Appropriate information must be returned to the DFAS/SB within the same month as submitted to ensure prompt payment.
- 3.10. Submit AF Forms 791 on a weekly basis to base fuels for processing.
- 3.11. Maintain a suspense file for all rejected AF Forms 791 returned to squadrons from base fuels.
- 3.12. Ensure fiscal year close out instructions are followed and full coordination is made to ensure all fuel issue transactions and adjustments to obligations are forwarded to the local FSO prior to fiscal year close.

4. Each refueling squadron commander will:

- 4.1. Appoint a primary/alternate URDCO and a squadron AVPOL manager. Forward a copy of the appointment letter to the WRDCO. Responsibilities are listed in, but not limited to, this instruction (ref AFI 23-202, par 3.1.4.).
- 4.2. Appoint an RDCO for each squadron deployment to ensure proper procedures are followed while aircraft are TDY.
- 4.3. Ensure a copy of this instruction is available to all crewmembers and squadron operations personnel.
- 4.4. Establish a fuel conservation program within the squadron.
- 4.5. Ensure AF Forms 791 are routed to the WRDCO on a daily basis.

5. Each URDCO/assistant will:

- 5.1. Quality check each AF Form 791 prior to forwarding to the WRDCO. The forms will be forwarded daily.
- 5.2. Establish unit procedures for correcting AF Forms 791. Corrected AF Forms 791 will be returned to the WRDCO within seven days of receipt.
- 5.3. Provide periodic briefings to all assigned aircrew personnel on their responsibilities to prepare accurate and complete documentation. Ensure they are familiar with the recording procedures for off-station and in-flight refueling transactions.
- 5.4. Ensure a copy of AFI 23-202 (or an extract) is available to all crewmembers.
- 5.5. Place sufficient quantities of AF Form 315s with the SA-ALC/SFR address in block #4 in squadron trip kits. See [Attachment 2](#).

6. The Operations Resource Advisor will:

- 6.1. Establish an appropriate funding document with the supporting FSO for related fuel supplies and ground services purchased with the AIR Card.
 - 6.1.1. Retain AIR Card ground service purchase tickets in a permanent file for comparison against AIR Card's weekly invoice.
 - 6.1.2. Validate/certify AIR Card's ground service invoice and forward to the local FSO for payment within seven working days after receipt of the invoice. The same process will apply when AF Form 15s are received from the WRDCO.
 - 6.1.3. Notify AIR Card promptly of any discrepancies found with the ground service invoice.

7. The local Budget Office will:

- 7.1. Prepare a monthly AVPOL report for HQ AMC consisting of the following data:
 - 7.1.1. Organization.
 - 7.1.2. Mission/Design/Series (MDS) i.e. KC-135R, T.
 - 7.1.3. Programmed flying hours for the month.
 - 7.1.4. Actual flying hours for the month.
 - 7.1.5. Programmed fuel consumption (programmed flying hours MDS fuel factor provided by MAJCOM).
 - 7.1.6. Actual fuel consumption (actual flying hours x MDS fuel factor).
 - 7.1.7. Fuel savings/overuse by MDS.
 - 7.1.8. Actual fuel usage by MDS (computed from base fuel's listings).
- 7.2. Coordinate with the WRDCO and Wing Resource Advisor on all fuel related activities.

8. The 92 AGS commander will:

- 8.1. Ensure maintenance has provided a valid DD Form 1896 and AIR Card on board each aircraft. Validate the DODAAC, Customer Identification Code (CIC), MDS, ORG and tail number for each aircraft assigned. Notify the local LGSFA when a base assigned aircraft is sent to depot and/or trans-

ferred to another base/command. Provide LGSFA with the tail number of the aircraft, date the aircraft was transferred to depot status and the date and time when transferred to another base/command. Notify LGSFA (via the Fuels Control Center if after duty hours) when the AIR Card is lost, misplaced or damaged. Notify LGSFA when a new aircraft is received, provide them with the mission, design and series and eight digit tail number. Aircraft assignment changes must be recorded in the G081/REMIS databases (ref.: AFM 67-1, Vol. 1, Part 3).

8.2. Ensure maintenance has provided each aircraft with a sufficient supply of AF Forms 664 for each mission. Ensure the yellow laminated fuel and ground priority service card is on board all base assigned aircraft.

8.3. Ensure when aircraft are away from the home station (only on TDYs where the 92 ARW incurs the cost for fuel), that all refueling transactions are listed on the AF Form 664 and reported back to home station by FAX, message, or telephone prior to the last day of the month. It is recommended that this information be provided when relaying back mission status information after every flight. When the aircraft returns, maintenance debrief will validate the transactions on the AF Form 664 with the actual documents and maintain the AF Form 664 on file.

9. Maintenance debrief will:

9.1. Ensure all flying hours and fuel issue data are recorded accurately on AFTO Forms 781/781H. Make sure AFTO Form 781H, block 17, "Servicing Certification," reflects the name (spelled out) of the location where fuel servicing occurred. Abbreviations such as FAFB will not be used. Ensure information listed on AF Form 664 matches available 781H data.

9.2. Ensure aircrews turn in all refuel/defuel documentation and receipts. Ensure all AF Forms 15, 315, 664, 791, 1994, DD Forms 1898 or other vendor delivery invoices are completed, accurate and legible. Ensure all aircraft identification is by eight-digit tail number and clearly marked on each document.

9.3. Highlight all uncorrectable errors in paper work to assist the WRDCO in detecting errors.

9.4. Return the AF Forms 791 to the aircrew to be included in the post mission package.

9.5. If applicable, indicate on the refueling document and the AF Form 664 if the fuel was determined to be "free issue" at the point of refueling (i.e. Saudi Arabia).

9.6. Verify and validate all refueling documents with the AF Form 664 to ensure purchases were for valid purposes. Complete validating official's certification on the AF Form 15 or 315 when used. Route all AF Forms 15, 315 and DD Forms 1898 to WRDCO for processing/filing. Maintain the AF Form 664 on file in 92 AGS maintenance debrief for a minimum of one calendar year.

9.7. Ensure originals of non-Air Force base refuels/defuels and in-flight offloads are routed to WRDCO for processing.

9.8. The NCOIC of maintenance debrief will represent the 92 AGS as the AVPOL Advisory Group representative.

10. The Wing/Unit Scheduling offices will:

10.1. Include a list of receiver unit POC telephone numbers as part of the weekly flying schedule. Telephone number must ring into a 24 hour manned phone number if possible.

10.1.1. For Active Duty Air Force Units: Wing scheduling office and Command Post DSNs.

10.1.2. For ANG/AFRES Units: Wing scheduling, Command Post and DSN operator exchange.

10.2. Forward actual hours flown for the previous month/projected hours for the upcoming month to the WRDCO no later than the 5th of each month.

11. Aircraft commanders will:

11.1. Verify that AF Forms 664, 781H and 791 are completely filled out and all associated "credit card" fuel sales receipts are completed and placed in AF Form 664. Note: All USAF aircraft must contain an eight-digit serial number.

11.2. Ensure that AF Forms 664, 781H, and 791 are reviewed in maintenance debriefing.

11.3. If TDY, ensure all AF Forms 664/791, AIR card purchase tickets/info are reported back to the WRDCO at DSN 657-2630 (FAX), phone, 657-5502 or commercial (509)-247-5502 if away from home station more than two weeks.

11.4. Use the AIR Card when requesting fuel and ground service at commercial airports where no DoD contract exists. The AIR Card may be used to purchase ground services at Defense Fuel Supply Center and Canadian into-plane contract locations.

11.4.1. Follow the fuel and ground service procedures outlined on the yellow laminated card provided with the AIR Card.

11.4.2. Use the AF Form 315, with SA-ALC/SFR address pre-printed in block #4 at commercial airports where acceptance of the AIR Card has not been arranged. See [Attachment 2](#)

11.4.3. Advise fixed base operators/vendors at commercial airports who do not accept the AIR Card to call the 1-800-AVCARD-1 (CONUS) numbers or 1-410-771-3038 (collect if calling from overseas) on the back of the card to secure an agreement with AIR Card for the services required to accomplish the mission.

11.4.4. Report any support problems with the AIR Card to the WRDCO.

12. Boom Operators will:

12.1. When possible, contact the receiver unit schedulers or responsible party on mission planning day and obtain all known information for AF Form 791. The AF Form 791 should be filled out as completely as possible prior to flight (see [Attachment 4](#)). **Note:** Aircrew will obtain receiver tail number prior to offloading. Exception: For classified program refueling see 92 OSS/OSK for AF Form 791 information.

12.2. On flight day, the aircrew will verify receiver tail number in-flight using any of the following means:

12.2.1. During 15 minute call prior to the rendezvous.

12.2.2. During boom operator pre-contact radio check.

12.2.3. Visually, prior to offloading fuel.

12.2.4. Using boom interphone, if available.

12.3. Training under Emcon 2 or 3 will not preclude the use of interplane radios for obtaining or verifying air refueling data.

12.4. Under no circumstance shall interplane radios be used during actual Emcon 3, or 4 to verify AF Form 791 data unless specifically authorized by competent authority. Use of HAVE QUICK II, secure voice and boom interphone should be considered if prior confirmation was not accomplished.

12.5. Under no circumstances will any of this data be obtained by any of the aforementioned means, if it interferes or threatens safety of flight.

12.6. Information not obtained prior to or in-flight, due to actual Emcon conditions, shall be obtained after the flight, but in no case shall it exceed COB of the first business day following the flight.

12.7. Use of "known" or "suspected" aircraft serial numbers assigned to the unit being refueled, but not necessarily the actual aircraft refueled, will not be used. Receiver unit aircraft serial numbers are compared to the fuel load reports at their home station, and if the aircraft tail being billed was not flying that day, the fuel bill will be rejected and the tanker unit will be liable for the fuel. In addition, maintaining a personal current listing of any unit's aircraft tail numbers in its entirety would constitute unguarded classified information and is strictly prohibited.

12.8. For USN/USMC receiver aircraft, obtain and record the Unit Identification Number or Code (UIN/UIC) and home station squadron number on the 791. Examples of USN/USMC squadron numbers are VA-97, VF-33, and VMFA-212. Examples of UIC's are R63923, V09559, and R09434. This is in addition to the other required information on the 791.

12.9. For foreign receiver aircraft covered under the Foreign Military Sales (FMS) program, obtain and record the FMS "Case Code" in the Home Station block on the 791. Examples of FMS Case Codes are EG-D-YFW, K7-D-YAF, and IS-D-SPA.

13. Navigators will:

13.1. Prior to takeoff: Coordinate with command post for receiver aircraft status, to include eight digit tail number and model type, command post work load permitting (if radios/telephone communications will not compromise mission tactics).

13.2. 15 minutes prior to rendezvous call: If practical, obtain receiver tail number.

13.3. Assist the boom operator in recording receiver tail numbers. **Note:** On three person crews these responsibilities will fall upon the pilot and copilot.

14. Deployed Squadron RDCOs will:

14.1. Comply with all URDCO duties while the unit is deployed.

14.2. Correct any refuel accounting errors with the local base fuels accounting personnel.

14.3. Ensure all refueling information for the deployment phase is relayed back to the home station URDCO as soon as practical. **Note:** The home unit is responsible for fuel costs until the aircraft actually arrives at the TDY location. Any refuels prior to arriving at the TDY location must be logged on an AF Form 664. Any air refueling prior to arrival and after departing TDY locations are credited to the home unit. All missions flown while under the TDY location's control will reflect information as directed by the TDY base policy.

15. Base Fuels Management Office (BFMO) will:

15.1. Process all fuel issue data as required by AFM 67-1. Ensure processing of all issues in the current month.

15.2. Ensure all DD Form 1896s have the CIC identified as AMC for all Air Mobility Command aircraft. Also, ensure the eight-digit tail number of base-assigned aircraft is embossed on the AF Form 1896.

15.3. Use the FAMS with concurrent interface to the standard base supply system (SBSS) for processing fuels transactions. Fuel issues will be entered by the eight-digit tail number provided by boom operators at home station. In-flight refueling documents will be collected from the WRDCO on a weekly basis as a minimum. Discrepancies or errors on the completed AF Forms 791 will be trouble-shot by Fuels Management in coordination with the WRDCO.

15.4. Provide the WRDCO a monthly fuels report from FAMS-A. The report will contain total gallons issued by month, by aircraft type. The report will be submitted no later than the 10th calendar day of the following month. Provide a monthly report to the WRDCO of all off-station purchases (TID L,C,D, and F) made by base assigned aircraft

15.5. Provide the WRDCO a revised copy of the REMIS database on a monthly basis.

15.6. Notify SA-ALC/SFR when a new AIR Card is required for base assigned aircraft. Provide the mission, design and series and eight-digit tail number.

15.6.1. Notify SA-ALC/SFR when a base assigned aircraft is sent to depot and/or transferred to another base/command. Provide the mission, design and series and eight-digit tail number.

15.6.2. Provide Air Cards that are turned in by maintenance to SA-ALC/SFR.

16. Wing AVPOL Advisory Group.

16.1. The WRDCO, and primary URDCOs will attend quarterly/as needed AVPOL meetings. Other key players include chief boom operators, maintenance debrief and fuels accounting.

16.2. Meeting time and place will be determined by the WRDCO.

16.3. Review AVPOL status and make changes in procedures to reduce losses and improve accountability of funds.

16.4. Forms Prescribed: AF Form 15, AF Form 315, AF Form 664, AF Form 719, AF Form 1994, AFTO Form 781H, DD Form 1896, DD Form 1898, and SF Form 1080.

PAUL W. ESSEX Brigadier General, USAF
Commander, 92d Air Refueling Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off-Station*, 19 Jul 94

AFM 67-1, *USAF Supply Manual*

AFM 67-1 Vol. 1 Part 3, *Air Force Stock Fund and DPSC Assigned Item Procedures (PA)*

Attachment 2**INSTRUCTIONS FOR COMPLETING AF FORM 315****ITEM**

2. PAY TO

12. QUANTITY

13. UNIT OF MEASURE

14. UNIT PRICE

15. TOTAL PRICE

22. SELLER'S NAME

24. DATE

SELLER ENTRIES

Enter company, foreign government or activity to be paid for the fuel (complete mailing address).

Enter quantity of product purchases.

Enter unit of measure (i.e., gallon, liter, imperial gallon, etc.).

Enter unit price. For non-US purchases include type of currency

Enter total cost of the product purchased. If tax is not included in the unit price enter tax in block provided.

Print individual's name making the sale, not company name.

Self explanatory.

ITEM

1. DATE

3. PURCHASED AT

4. SEND BILL TO

5. ORGANIZATION

6. HOME STATION

7. MAJOR COMMAND

8. MDS

9. TAIL NUMBER

10. ORDERS

11. TYPE OF FUEL/OIL

17. PURCHASER
CERTIFICATION

18. NAME OF PURCHASER

PURCHASER ENTRIES

Enter date of sale. Enter date of refuel or defuel.

Enter airport/airdrome/facility. Include city, state, and country in this block. Use ICAO codes at foreign airports if available.

SA-ALC/SRF

Attn: Invoice Validation Section

1014 Billy Mitchell Blvd, Ste 1

Kelly AFB, TX 78241-5603

Enter the wing, squadron, or other Air Force unit designation.

Enter home station of purchaser (may be different from Item 4).

List MAJCOM of the organization listed in Block 5.

Enter mission design and series of aircraft (i.e., KC-135T).

Enter the eight-digit aircraft serial number (i.e., 58000074).

Enter applicable number and date of order which directed the aircraft to purchase location.

Enter the type of fuel or oil being purchased (i.e., JP-8, Jet A-1, etc.)

Check the appropriate block to indicate retention of the original of this invoice. If the seller prepared a delivery ticket in addition to this form, enter the ticket number.

Print your name.

ITEM

- 19. GRADE
- 20. SQUADRON
- 21. SIGNATURE

PURCHASER ENTRIES

- Print your grade (i.e., O-3, E-7, etc.).
- Print your organization.
- Self explanatory.

PRIOR TO DEPARTURE: Ensure seller has completed blocks 2, 12, 13, 14, 15, 22, 23, and 24 when original is retained by the purchaser for prompt payment

VERIFY blocks 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 17, 18, 19, 20, and 21 before providing vendor with original and two copies (when vendor retains original).

Attachment 3**INSTRUCTIONS FOR COMPLETING AF FORM 15****ITEM**

2. PAY TO

11. ARTICLES/SERVICES

12. QUANTITY OF SUPPLIES

13. UNIT OF MEASURE

14. UNIT PRICE

15. TOTAL PRICE

22. SELLER'S NAME

23. SIGNATURE

24. DATE

SELLER ENTRIES

Enter the name of the individual, company or firm, or the foreign government to be reimbursed. Include complete mailing address.

Enter description of services provided and type of materials or supplies sold (i.e., repaired flat, cleaned aircraft, etc.).

List quantity of materials or supplies sold (leave blank for services).

List unit of sale or measure for articles or materials sold. Use liter, imperial gallon, etc. when applicable (leave blank for services).

Enter unit cost of articles or materials sold (leave blank for services).

Enter total price of this invoice (unit cost X quantity sold or total cost of services provided). List total price for services.

Print name of individual making the sale. Do not list company name.

Self explanatory.

Enter date of sale.

ITEM

1. DATE

3. PURCHASED AT

4. SEND BILL TO

5. ORGANIZATION

6. HOME STATION

7. MAJOR COMMAND

8. MDS OR VEHICLE I.D.

9. SERIAL NUMBER

PURCHASER ENTRIES

Enter date of the purchase.

Enter city, state, country. Use ICAO codes at foreign airports.

92 OG/CCR

1 E. Bong St, Suite 219

Fairchild AFB, WA 99011-9590

Enter the wing, squadron or other Air Force unit designation. For example: "438 MAW, OCALC/DOX," etc.

Enter home station of purchaser (may be different from Item 4).

List MAJCOM of the organization listed in Block 5.

Enter type aircraft or vehicle (KC-135T, Ford Pickup, etc.).

Enter the aircraft or vehicle serial number.

ITEM**PURCHASER ENTRIES**

- | | |
|--------------------------------|---|
| 10. ORDERS | Enter applicable number and date of order which directed this mission. |
| 17. PURCHASER
CERTIFICATION | Check the appropriate block to indicate retention of the original of this invoice. Enter vendor's delivery ticket or invoice number when appropriate. |
| 18. NAME OF PURCHASER | Print your name. |
| 19. GRADE | Print your grade. |
| 20. SQUADRON | Print your organization. |
| 21. SIGNATURE | Self explanatory. |

PRIOR TO DEPARTURE: Go over this form. Ensure seller has completed blocks 2, 11, 12, 13, 14, 15, 22, 23, and 24 when original is retained by the purchaser for prompt payment.

VERIFY blocks 1, 3, 4, 5, 6, 7, 8, 9, 10, 17, 18, 19, 20, and 21 before providing vendor with original and two copies (when vendor retained original).

Attachment 4**INSTRUCTIONS FOR COMPLETION OF AF FORM 791**

1. **MISSION DATE & TIME:** FROM - Enter the Julian Year/Date and Zulu takeoff time (i.e. Date 5117 is 27 Apr 95, Time 0753). TO - Enter landing date and time (same as above).
2. **TANKER ORGANIZATION & HOME STATION:** Enter the aircrew squadron of assignment (i.e. sortie belonging to the 98th ARS) and home station (i.e. Fairchild AFB, WA).
3. **TANKER MDS:** Enter the tanker MDS (i.e., KC-135R, KC-135T, etc.).
4. **TANKER SERIAL NUMBER:** Enter eight-digit serial (tail) number (i.e., 58-0074 is 58000074).
5. **FUEL GRADE:** Enter the type of fuel offloaded (i.e. JP-4, JP-8, etc.).
6. **AIRCRAFT COMMAND:** Enter the receiver aircraft command of assignment:

Air Combat Command (ACC)	Pacific Air Forces (PAF)
Air Education Training Command (ATC)	Special Operations Command (SOC)
Air Force Materiel Command (MAT)	United States Air Forces Europe (AFE)
Air Mobility Command (AMC)	United States Navy (USN)
Air National Guard (ANG)	United States Marine Corps (USM)
Air Force Reserve (AFR)	Foreign Military Sales (FMS)
7. **RECEIVER MDS:** Enter the receiver MDS (i.e., C-5A, F-16C, F-16D, etc.).
8. **RECEIVER TAIL NUMBER:** Enter the eight-digit aircraft tail number. At present, tail numbers are not required for non-Air Force receivers.
9. **RECEIVER CALL SIGN:** Self explanatory.
10. **UNIT OF ASSIGNMENT & AIRCRAFT HOME STATION:** Enter the aircraft, not the pilot's, unit of assignment (wing) and home station (i.e., 7 WG, Dyess AFB TX or 4 WG, Seymour-Johnson AFB NC). If fuel was jettisoned enter "JETTISON" in this block. If fuel is for FMS receiver, enter FMS case # and country.
11. **POUNDS OFFLOADED:** Enter the offload to each receiver aircraft or jettison amount in pounds.
12. **BOOM OPERATOR'S NAME & GRADE:** Self explanatory.
13. **TOTAL MSN OFFLOAD:** Enter the total offloaded or jettisoned in pounds.
14. **MISSION NUMBER:** Enter the mission number in the margin above MISSION DATE & TIME, or in the AERIAL TANKER IN-FLIGHT ISSUE block.